

REGULAR COUNCIL MEETING

March 1, 2021

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Samuel Lyons
Christian Marshall
Fred Mays
Ryan Rudegeair

Members Excused: None

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
Kevin Anundson, Police Chief
Harmony Motter, Finance Director
James Wetzel, Fire Chief
Charles Gibbons, Code Enforcement Officer
Michael Gorman, Resource and Development Assistant
T.J. Parks, Recording Secretary
A.J. Titley, Venango Newspapers, Inc.
Linda Henderson, Porch Music Store
Dave Ballard, Trails to Ales

The meeting was held virtually due to the number of COVID-19 cases in the county. Mayor Baker called the meeting to order at 7 p.m.

ADOPTION OF AGENDA - Resolution No. 18

Mr. Johnson moved to adopt the agenda as presented. Mrs. Fletcher seconded the motion, which passed unanimously.

APPROVAL OF MINUTES - Resolution No. 19

Mr. Marshall moved to approve the minutes of the regular meeting of Feb. 1, 2021, as presented. Mr. Mays seconded the motion, which passed unanimously.

PAY THE BILLS - Resolution No. 20

Mr. Johnson moved to pay the bills as presented. Mr. Lyons seconded the motion, which passed unanimously.

CITIZENS' INQUIRIES – None.

CERTIFICATES OF APPROPRIATENESS – Resolution No. 21

Mr. Johnson moved and Mrs. Fletcher seconded a motion to issue a Certificate of Appropriateness for a sign at 1253 Liberty Street, as presented. HARB recommended approval of the sign for Porch Music Store. Motion passed unanimously.

FINAL READING – Bill No. 1 of 2021 – Traffic Code – Chestnut Street – Resolution No. 22

Mr. Spaid read the title of Bill No. 1, "Traffic Code – Chestnut Street," into the record. Mr. Johnson moved and Mr. Lyons seconded the motion to pass on Final Reading, Bill No. 1, "Traffic Code – Chestnut Street," as presented. Motion passed unanimously.

AWARD FOR RESIDENT INSPECTION SERVICES – Resolution No. 23

Mrs. Jamieson reminded everyone that the Sidewalk and Curb Ramp Improvements Project was awarded at the last council meeting. She stated that the purpose of a resident inspection service is so that they could act as a liaison among the city, the property owners, and the contractor to ensure that the work is being done properly and timely. Mrs. Jamieson noted that the only proposal that was received in response to the City's Request for Proposals (RFP) was from The EADS Group. That proposal contained a fee of \$68/hour with a maximum not-to-exceed cost of \$10,880 (based upon a 4-week project). Mrs. Jamieson stated that there are CDBG funds available from the City's FY-2017 and 2018 CDBG Programs to cover this cost, and recommended that council approve this contract for resident inspection services.

Mr. Johnson asked what specific areas will be receiving these improvements. Mrs. Jamieson responded it would involve deteriorated areas along the 1200 block, 1300 block and 1400 block of Otter Street, as well as along Franklin Avenue and 14th Street between Franklin Avenue and Otter Street. Mr. Johnson moved to approve a contract with The EADS Group, for an amount not-to-exceed \$10,880. Mr. Marshall seconded the motion, which was passed unanimously.

TRAILS TO ALES REQUEST FOR OUTDOOR SEATING – Resolution No. 24

Mrs. Jamieson introduced Mr. Ballard, the owner of Trails to Ales. He was grateful to council for allowing him to have outdoor seating last year. It was very successful for his business and received positive feedback from customers. He would like to do the same again. Mr. Ballard also proposed to buy new tables and chairs that would be more durable for outdoor weather so they wouldn't have to be carried in every night and asked for council approval to allow him to leave the tables outside so they would not have to be carried in every night. He noted, however, they may have to use the same tables as last year if the new ones won't be immediately available. He felt the proposed dining sets would also better color-coordinate with the building's exterior.

Mrs. Jamieson indicated that the proposed drawing indicates there would be 7 tables with 4 chairs at each table and noted staff's concern that seating might be a little tight to allow for social distancing. She also stated that the project to replace the street pavers will possibly happen this summer and may interfere with his proposed seating arrangements. Mr. Marshall asked for a suggested timeframe as to when outdoor seating will occur. Mr. Ballard is thinking middle to late May through the middle of October, with table service ending at 9pm each night.

Mrs. Jamieson ascertained that Trails to Ales could provide a certificate of insurance listing the City as an Additional Insured. Mr. Ballard said that that would be no problem.

Mr. Baker moved to approve Trails to Ales' use of public sidewalk area, as requested, for up to 7 tables, between the dates of May 1, 2021 and October 31, 2021, with table service ending at 9 PM, and a Certificate of Insurance, listing the City of Franklin as an Additional Insured being provided. Mr. Marshall seconded the motion, which passed by a 5 to 2 vote, with Mr. Rudegeair and Mrs. Fletcher voting no.

BALL LEAGUE AGREEMENTS – Resolution No. 25

Mrs. Jamieson introduced the annual agreements with the Franklin Area Men's Softball League, and the Franklin Little League Association. She stated that all terms and conditions of the contract remain the same as previous years.

Mr. Lyons moved to approve the ball league agreements. Mrs. Fletcher seconded the motion, which passed unanimously.

INTERSECTION SAFETY DISCUSSION

Mrs. Jamieson stated that, since her tenure as City Manager, there have been numerous concerns about pedestrian safety at various intersections in the City. She then brought up the vehicle/pedestrian accident at the Washington Crossing and Elk intersection, which has resulted in city employee Sheila Boughner's extensive injuries and lengthy hospitalization. Mrs. Jamieson reported she has asked the Northwest Commission and the Venango County Planning Commission to place the Washington Crossing intersections as a priority in reviewing the safety of the area. They indicated that there is funding available to help pay for 90% of the cost, leaving the remaining 10% up to City Council.

In addition to the Washington Crossing area, Mrs. Jamieson indicated that she has heard of other areas of concern voiced to her from residents and some of those areas include along Elk, Buffalo and 12th Streets. Mrs. Jamieson requested approval of Council to form a committee of interested council persons, staff and lay citizens to look her suggestions and prioritize the trouble spots and propose solutions of these intersections to aid in developing a plan to bring back to the full Council in order to make our intersections safer.

City Council was in agreement and Mrs. Fletcher, Mr. Rudegeair, Mr. Marshall and Mayor Baker volunteered their services to the committee. Mrs. Jamieson indicated that she will pull a group of interested citizens together and begin the process.

PARK AND PARADE ASSEMBLY REQUESTS – Resolution No. 26

Mr. Johnson moved to approve the following requests:

- March 27 (with a rain date of April 3) • Fountain Park side of 12th Street Island • Easter Bunny Lane • City of Franklin
- June 30-July 22 • Bandstand Park • Taste of Talent Vocal Competition • City of Franklin
- September 26, 2021 • Bandstand Park • Bells Across America • Sandycreek Twp. VFD

The motion was seconded by Mr. Mays, which passed unanimously.

REPORTS

Manager –

Mrs. Jamieson gave an update on Capital Budget projects and purchases:

- **Resolution No. 27** - Mrs. Jamieson announced that the Street Dept. received its new 2021 crew cab truck. She noted that there are two vehicles in the bone yard that cannot pass inspection and she asked that council allow these vehicles to be disposed of through public auction. Mr. Lyons moved to approve the request. Mrs. Fletcher seconded the motion, which passed unanimously.
- Mrs. Jamieson asked Chief Anundson to discuss his department's capital purchases. He shared that the police department has upgraded its 5 in-car computers, and they are still waiting for antennae to be installed in order to use them. Additionally, 15 BOLA Wraps and cartridges have been received. He explained the effectiveness of these new devices and anticipates starting to train all officers within the month.
- **Resolution No. 28** - Mrs. Jamieson reminded Council that one of the capital improvements in the budget was for a Voice Over Internet Phone (VOIP) system. After reviewing and making adjustments to some of the services to be more conducive to our needs, the cost increased by \$1,100, bringing the new cost to \$8,585.00. Mrs. Jamieson assured council that we will still be saving \$3,200.00 compared to our current system. Mrs. Jamieson gave the virtual floor to Mr. Gibbons, who stated that the service contract would be with a company called Zito. The phones and equipment would be provided by our IT company Reeves Information Technologies, Inc. and we would still work with Reeves for technical support. Mrs. Jamieson asked for council's approval to enter into agreements with these companies. Mrs. Fletcher moved to approve the request. Mr. Marshall seconded the motion, which passed unanimously.

Mrs. Jamieson indicated that she will provide Liquid Fuels paving recommendations at the May meeting. The General Authority is awaiting a response from PennVEST to determine if they will grant the General Authority the funds to replace certain water lines in the City. If that happens, there are certain streets the City would not want to pave, if they will be torn up to

replace the lines. Preliminary recommendations can be provided at the next meeting.

Mrs. Jamieson stated that she will be working on Sheila's projects while she is incapacitated, some of which still require environmental reviews to be done. Depending on Mrs. Jamieson's availability, these services may have to be bid out and the costs to be deducted from the grant funds.

Resolution No. 29 - Mrs. Jamieson said that down payment of \$5,600.00 for the 4th of July fireworks is due now. She asked if Council whether they wanted to approve this. Mrs. Fletcher moved to approve the down payment on the 4th of July fireworks. Mr. Lyons seconded the motion, which passed unanimously.

Mrs. Jamieson reported that T.J. Parks, Executive Assistant, has passed his notary test and is now an official notary for the City of Franklin.

Solicitor -- None

Mayor • Appointments – None

COUNCIL REPORTS

Mayor Baker - None

Ms. Fletcher - None

Mr. Johnson – Just wanted to acknowledge Franklin's excellent job of keeping the streets clean during the winter months.

Mr. Lyons – Asked Mr. Gibbons where we stand on the piece of property on 15th St. with the huge garbage heap. Mr. Gibbons has issued an enforcement notice, and the person who is no longer the property owner is helping the owner with cleaning it up. Mr. Gibbons also stated that we can cite her if she is reluctant to clean, but he stated that she is trying.

Mr. Marshall – Extended a thank you to all involved with Franklin on Ice. He is also concerned about a shortage of officers. Mr. Anundson stated he is reviewing the candidates list and noted that one is leaving the force for the State Police and two are currently out due to health issues.

Mr. Mays – None

Mr. Rudegeair – None

EXECUTIVE SESSION - Resolution No. 30

Mr. Spaid indicated there was a need for an Executive Session for the purpose of personnel. Mr. Rudegeair moved to go into Executive Session at 7:54 PM for the purpose of personnel. Mr. Marshall seconded the motion, which passed unanimously. The Executive Session ended at 8:18 PM.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:18 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T.J. Parks", written in a cursive style.

T.J. Parks,
Recording Secretary